

**Coquille Indian Housing Authority
Maintenance Report
February 2018**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
2/5/2018	2620C	Vacant Unit	Cleaned covers, shelving, towel bars, and racks, put items back together, touched up painting	SF
2/6/2018	2620C	Vacant Unit	Gathered tools and supplies for siding repair, planed bottom of master bedroom door, cleaned up garage, recycled cardboard, began putting things back together	SF
2/7/2018	2620C	Vacant Unit	Installed door trim around bathroom and master bedroom doors, caluked and painted trim and door jamb	SF
2/12/2018	2620C	Vacant Unit	Began removing siding and plywood from exterior wall	SP
2/12/2018	2620C	Vacant Unit	Painted second coat on trim and door in bathroom and bedroom, began removing siding and plywood from exterior wall, removed corner cabinet, cut out flooring that needs repaired, cleaned up	SF
2/13/2018	2620C	Vacant Unit	Cut out floor and wall, installed bottom plate, studs, plywood, and insulation, cleaned up between floors, removed drywall, installed felt	SF
2/13/2018	2620C	Vacant Unit	Worked on removing siding and plywood from exterior wall	SP
2/14/2018	2620C	Vacant Unit	Boxed in and sealed the floor, installed plywood and drywall on wall, repaired rot near step flashing on gable, cleaned up	SF
2/14/2018	2620C	Vacant Unit	Installed underlayment, cut old underlayment along cabinets	SP
2/15/2018	2620C	Vacant Unit	Stapled underlayment, drained water heater, swept, loaded up tools	SP
2/15/2018	2620C	Vacant Unit	Stapled underlayment, installed and leveled cabinets, set and screwed down countertop, textured drywall patch, removed felt paper and installed aluminum flashing, caulked seams along bottom of wall, reinstalled paper and siding to top of deck	SF
2/16/2018	2620C	Vacant Unit	Helped install siding, removed trim in water heater closet and cove base in laundry area, swept, prepped for flooring installation	SP
2/16/2018	2620C	Vacant Unit	Disconnected water heater and moved out of closet in prep for new flooring, worked on outside repairs to siding	SF
2/20/2018	2620C	Vacant Unit	Dropped off cove base and checked on flooring contractor	SP
2/26/2018	2620C	Vacant Unit	Installed water heater, plumbed new relief valve piping, finished siding and flashing on back deck	SF
2/27/2018	2620C	Vacant Unit	Installed cover plates, packed up tools, gathered items to replace blinds	KM
2/28/2018	2620C	Vacant Unit	Finished siding and trim repairs, caulked	SF
2/1/2018	2640	Vacant Unit	Helped load trash for dumpster	KM
2/1/2018	2640	Vacant Unit	Removed garbage and loaded into dumpster	SF
2/2/2018	2640	Vacant Unit	Removed nails from walls	KM
2/5/2018	2640	Vacant Unit	Performed PFR inspection, reviewed results with Debbie	SP
2/5/2018	2640	Vacant Unit	Removed carpet and padding	SF
2/7/2018	2640	Vacant Unit	Removed kitchen sink and laminate from counters, loosened counters, removed cover plates, light globes, and shelving and brackets, installed new light fixture in living room, scraped staples from floor, swept, vacuumed, prepped for painting	SF

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2/8/2018	2640	Vacant Unit	Finished scraping staples from floor, cleaned up, removed counter and hauled to the garage, began sanding countertops	SF
2/9/2018	2640	Vacant Unit	Sanded countertops, repaired cabinet under kitchen sink, cleaned up from leak, loaded tools back in van	SF
2/20/2018	2640	Vacant Unit	Removed bathroom sink and counter, scraped laminate and sanded, repaired damaged kitchen cabinets, prepped for and ordered laminate, sanded counter edges	SF
2/21/2018	2640	Vacant Unit	Removed bathroom vent fan to replace, cut hole in new location and installed, patched old hole, installed new toilet in master bath, replaced rubber washers in all water valves, cleaned up	SF
2/22/2018	2640	Vacant Unit	Worked on drywall patch in bathroom, replaced water heater	SF
2/23/2018	2640	Vacant Unit	Hooked up, filled, and checked water heater for leaks, sanded and applied additional mud to drywall patch in bathroom	SF
2/26/2018	2640	Vacant Unit	Sanded and recoated drywall patch in bathroom	SF
2/28/2018	2640	Vacant Unit	Worked on countertops, cut and glued laminate, installed trim	SF
Work Orders				
2/12/2018	508	Work Order	Repaired kitchen drawer	SF
2/6/2018	512	Work Order	Caulked exterior siding	SF
2/7/2018	512	Work Order	Finished caulking exterior trim around bathroom window	KM
2/7/2018	514	Work Order	Caulked exterior siding	KM
2/8/2018	514	Work Order	Prepped for caulking around windows	KM
2/21/2018	514	Work Order	Performed APM inspection, removed and lubed bathroom vent fan motor, cleaned refrigerator coils, vacuumed heaters, adjusted sliding glass door, repaired laundry bi-fold door, replaced faulty smoke alarm	SF
2/7/2018	516	Work Order	Caulked exterior siding	KM
2/12/2018	516	Work Order	Replaced bulbs in oven, repaired toilet	SF
2/22/2018	516	Work Order	Performed APM inspection, replaced toilet and wax seal, lubed and vacuumed bathroom vent fans, cleaned refrigerator coils, replaced kitchen sprayer head, installed bulb in oven, vacuumed heaters	SF
2/26/2018	2601	Work Order	Performed APM inspection, cleaned refrigerator coils, replaced range drip bowls, vacuumed heaters, lubricated window tracks	SF
2/27/2018	CITPD	Work Order	Used magnet to clean up around parking lot	KM
2/8/2018	2603	Work Order	Performed APM inspection, reattached carpet on tack strip at entry and reinstalled brass bar, unplugged hall bath sink, tightened toilet tank in master bath, cleaned refrigerator coils, replaced stove burner pans	SF
2/23/2018	Operations	Work Order	Removed master pins from door locks at 2606 and 2608	SP
2/8/2018	2627	Work Order	Performed exterior APM inspection	KM
2/6/2018	2628	Work Order	Performed exterior APM inspection	KM
2/15/2018	2631	Work Order	Checked and repaired heater that was not blowing properly	SF
2/26/2018	2631	Work Order	Looked into repairing seal on front door	SF
2/20/2018	2681	Work Order	Pulled toilet, attempted repair around flange	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Routine Activities				
2/1/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/1/2018	Office	Routine	Completed paperwork	KM
2/1/2018	Office	Routine	Ordered supplies, completed paperwork	SF
2/1/2018	Operations	Routine	Cleaned out van	SF
2/2/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/2/2018	Office	Routine	Gathered fuel slips, completed paperwork	KM
2/5/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
2/5/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/5/2018	Office	Routine	Checked oil in backup generator, completed paperwork	KM
2/5/2018	Office	Routine	Made phone calls, ordered dumpsters, completed paperwork	SF
2/5/2018	Office	Routine	Made phone calls, reviewed warehouse to do list with Lyman, completed paperwork	SP
2/5/2018	Operations	Routine	Checked fluid level in golf cart and cleaned out van	KM
2/6/2018	Office	Routine	Completed paperwork	KM
2/6/2018	Office	Routine	Completed paperwork	SF
2/6/2018	Shop	Routine	Picked up ladder and tools to complete APM inspection	KM
2/7/2018	Housing Area	Routine	Delivered notice for Resident Services	SP
2/7/2018	Office	Routine	Completed paperwork	SP
2/7/2018	Office	Routine	Completed paperwork	SF
2/7/2018	Office	Routine	Completed paperwork	KM
2/8/2018	Housing Area	Routine	Replaced lights at entry sign	SF
2/8/2018	Office	Routine	Completed paperwork	KM
2/9/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/9/2018	Office	Routine	Completed paperwork	SF
2/9/2018	Office	Routine	Completed paperwork	KM
2/9/2018	Office	Routine	Watered plants, checked light bulbs	SP
2/9/2018	Operations	Routine	Cleaned out van	SF
2/9/2018	Shop	Routine	Velcro wrapped power tool cords and organized	SP
2/12/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
2/12/2018	Office	Routine	Completed paperwork	SP
2/12/2018	Town	Routine	Picked up supplies	SP
2/13/2018	Housing Area	Routine	Picked up lawn equipment after resident use	SP
2/13/2018	Office	Routine	Completed paperwork	SF
2/14/2018	Housing Area	Routine	Picked up and cleaned mower after resident use	SF
2/14/2018	Office	Routine	Completed paperwork	SF
2/14/2018	Office	Routine	Hauled recycling to bins, completed paperwork	SP
2/15/2018	Office	Routine	Completed paperwork	SF
2/15/2018	Town	Routine	Picked up supplies	SP
2/16/2018	Housing Area	Routine	Dropped off rug cleaner for resident use	SP
2/16/2018	Office	Routine	Completed paperwork	SF

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2/16/2018	Office	Routine	Procured supplies, completed paperwork	SP
2/16/2018	Office	Routine	Watered plants, checked light bulbs	SP
2/20/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
2/20/2018	Housing Area	Routine	Checked on and shifted things around in community dumpsters	SF
2/20/2018	Housing Area	Routine	Picked up carpet cleaner after resident use	SP
2/20/2018	Office	Routine	Completed paperwork	SF
2/20/2018	Office	Routine	Made phone calls, ordered door, completed paperwork	SP
2/20/2018	Town	Routine	Picked up supplies	SF
2/21/2018	Office	Routine	Completed paperwork	KM
2/21/2018	Office	Routine	Made phone calls, ordered supplies, completed paperwork	SP
2/21/2018	Office	Routine	Ordered supplies, completed paperwork	SF
2/22/2018	Housing Area	Routine	Delivered pest control notices	KM
2/22/2018	Office	Routine	Attended Board meeting, completed paperwork	SF
2/22/2018	Office	Routine	Attended Board meeting, completed paperwork	SP
2/22/2018	Office	Routine	Completed paperwork	KM
2/22/2018	Town	Routine	Picked up laminate and supplies, fueled van	SF
2/22/2018	Town	Routine	Picked up supplies	SP
2/23/2018	Office	Routine	Completed paperwork	KM
2/23/2018	Office	Routine	Ordered supplies, completed paperwork	SF
2/23/2018	Office	Routine	Watered plants, checked light bulbs	SP
2/23/2018	Town	Routine	Picked up parts	KM
2/23/2018	Town	Routine	Picked up supplies	SP
2/26/2018	Housing Area	Routine	Picked up garbage around dumpsters	SF
2/26/2018	Office	Routine	Checked oil in backup generator, completed paperwork	KM
2/26/2018	Office	Routine	Completed paperwork	SF
2/26/2018	Shop	Routine	Checked fluid in golf cart, cleaned out van, helped move lumber	KM
2/27/2018	Office	Routine	Completed paperwork	KM
2/27/2018	Office	Routine	Completed paperwork	SP
2/27/2018	Office	Routine	Took out recycling	KM
2/27/2018	Town	Routine	Picked up supplies	SP
2/28/2018	Office	Routine	Completed paperwork	SP
2/28/2018	Office	Routine	Completed paperwork	SF
2/28/2018	Office	Routine	Completed paperwork	KM
Projects Support				
2/1/2018	Shop	Project	Moved items from 2606 and 2608 to warehouse	KM
2/5/2018	Shop	Project	Moved items from 2606 and 2608 to warehouse	SF
2/5/2018	Shop	Project	Worked on mounting air hose reels	SP
2/6/2018	Shop	Project	Organized, worked on installing air hose reels	SP
2/7/2018	Shop	Project	Met with electrician to trouble shoot cameras and finalize fire system, finished installing air hose reels, organized, met with plumbing contractor for bid to plumb rainwater recovery tanks	SP

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2/8/2018	Shop	Project	Helped level table saw	SF
2/8/2018	Shop	Project	Walked through with fire extinguisher company rep, brought tools from 2606 and 2608, organized, leveled table saw	SP
2/9/2018	Operations	Project	Moved items from 2606 and 2608 to warehouse	KM
2/12/2018	Shop	Project	Met Partney Construction and O'Neills Overhead Doors for adjustments needed to roll up doors	SP
2/15/2018	Shop	Project	Unloaded tools	SP
2/16/2018	Shop	Project	Installed fire extinguisher, moved tools upstairs to storage	SP
2/20/2018	Shop	Project	Moved trailers into building, organized, helped contractor start vehicle	SP
2/21/2018	Operations	Project	Loaded items to move to shop	SP
2/21/2018	Shop	Project	Charged battery in big generator and Jeep, drained gas from generator, moved items around	KM
2/21/2018	Shop	Project	Hauled shelving from 2606	SF
2/21/2018	Shop	Project	Met with Reese Electric regarding issue with camera operation, made list of supplies needed with Lyman, helped move generator	SP
2/22/2018	Shop	Project	Organized and looked for tools, picked up heater for golf cart, helped haul supplies	KM
2/22/2018	Shop	Project	Unloaded items from 2606, hooked up trailer and tested lights, unloaded supplies from town	SP
2/23/2018	Shop	Project	Met with fire extinguisher rep to install extinguishers and signs, organized and put away items	SP
2/23/2018	Shop	Project	Ran magnet in parking lot, put items away	KM
2/26/2018	Shop	Project	Assembled wire shelving, mounted fire extinguisher on forklift, installed straps on water separators and pressure regulators	SP
2/27/2018	Shop	Project	Moved equipment and materials from 2606 and organized	SP
2/28/2018	Office	Project	Attended door lock training	SP
2/28/2018	Office	Project	Attended door lock training	SF
2/28/2018	Shop	Project	Helped build tables and put items away	KM
2/6/2018	Housing Area	Project	Met with contractor that is filling lot 2663	SP
2/9/2018	2663	Project	Spread grass seed on lot	SP
Groundskeeping				
2/1/2018	Housing Area	Grounds	Trash pickup	KM
2/2/2018	Housing Area	Grounds	Trash pickup	KM
2/5/2018	Housing Area	Grounds	Trash pickup	KM
2/6/2018	Housing Area	Grounds	Trash pickup	KM
2/7/2018	Housing Area	Grounds	Trash pickup	KM
2/8/2018	Housing Area	Grounds	Trash pickup	KM
2/9/2018	Housing Area	Grounds	Trash pickup	KM
2/21/2018	Housing Area	Grounds	Trash pickup	KM
2/22/2018	Housing Area	Grounds	Trash pickup	KM
2/23/2018	Housing Area	Grounds	Trash pickup	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/26/2018	Housing Area	Grounds	Trash pickup	KM
2/27/2018	Housing Area	Grounds	Trash pickup	KM
2/27/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
2/1/2018	2603	Admin	Performed annual inspection, replaced toilet seat	SF
2/1/2018	2639	Admin	Delivered notice for Resident Services	SF
2/1/2018	Town	Admin	Courier run	KM
2/2/2018	Town	Admin	Courier run	KM
2/5/2018	Town	Admin	Courier run	SP
2/6/2018	514	Admin	Performed annual inspection, replaced batteries in smoke alarm	SF
2/6/2018	Town	Admin	Courier run	KM
2/7/2018	Town	Admin	Courier run	KM
2/8/2018	Town	Admin	Courier run	KM
2/9/2018	Town	Admin	Courier run	SP
2/12/2018	516	Admin	Performed annual inspection	SF
2/15/2018	Town	Admin	Courier run	SP
2/16/2018	Town	Admin	Courier run	SP
2/20/2018	707	Admin	Performed annual inspection	SP
2/20/2018	2601	Admin	Performed annual inspection	SF
2/20/2018	Town	Admin	Courier run	SP
2/22/2018	2646A	Admin	Performed move out inspection	SP
2/22/2018	Town	Admin	Courier run	KM
2/23/2018	Town	Admin	Courier run	KM
2/26/2018	Town	Admin	Courier run	KM
2/27/2018	2638	Admin	Performed annual inspection	SP
2/28/2018	Town	Admin	Courier run	KM
Staff Time Off				
2/1/2018			PTO	SP
2/2/2018			PTO	SP
2/2/2018			PTO	SF
2/6/2018			Part day PTO	SF
2/6/2018			Part day PTO	SP
2/8/2018			Part day PTO	SP
2/12/2018			PTO	KM
2/13/2018			Part day PTO	SP
2/13/2018			PTO	KM
2/14/2018			Part day PTO	SF
2/14/2018			PTO	KM
2/15/2018			PTO	KM
2/16/2018			PTO	KM
2/19/2018			President's Day holiday	SP

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2/19/2018			President's Day holiday	SF
2/19/2018			President's Day holiday	KM
2/20/2018			PTO	KM
2/21/2018			Part day PTO	SP
2/26/2018			Part day PTO	SP
2/28/2018			Part day PTO	KM
2/28/2018			Part day PTO	SP